

SUTTONS BAY TOWNSHIP: NOTICE OF PUBLIC MEETING: DRAFT

The Regular Meeting of the Suttons Bay Township Board is hereby called for 5:15 PM Wednesday, November 10, 2021.

This meeting is being held face-to-face at the Suttons Bay / Bingham Fire and Rescue Authority meeting room at 201 N. St Mary's Avenue in Suttons Bay. Due to continuing concerns about Covid transmission there will also be a Zoom link for remote attendance. Any unvaccinated member of the Public in attendance is required to wear a mask. Others should use their own judgement as to mask wearing.

PRELIMINARY AGENDA

CALL TO ORDER

Board Members: Announce Name, Position, Physical Location if not Present

APPROVAL OF THE AGENDA

PUBLIC COMMENT: and communications about items not on the agenda

REPORTS:

- Treasurer
- Planning & Zoning
- Fire Authority
- Parks & Recreation
- Facilities

OLD BUSINESS:

1. Approval of the Minutes: Previous Meetings
2. Payment of the Bills
- 3.

NEW BUSINESS:

1. Additional Computer Terminal for Public Access for Property Tax Information
2. Review of Current Township "Sealed Bid Ordinance #1-1994"
3. Reappoint Township Representatives to the Suttons Bay-Bingham Fire Authority
Rich Bahle, Mike Hill
- 4.

PUBLIC COMMENT / BOARD MEMBER COMMENTS / ADJOURNMENT

Deborah Palms
670 W. Broadway
Suttons Bay, MI 49682

October 21, 2021

Rich Bahle
Suttons Bay Township Board Chair
Suttons Bay Township Board
PO Box 457
Suttons Bay, MI 49682
cc: Suttons Bay Township Board

Dear Rich & Board Members:

Please accept his letter in support of Dennis Rathnaw continuing as Suttons Bay Township Parks Supervisor. In the short time that Dennis has served in this interim role, he has accomplished a great deal and has kept the committee apprised of the status at all the township parks. He is dedicated and is enthusiastically managing all of them well. His role on the planning committee has helped to inform many of his decisions. He is also open to committee input and encourages collaboration.

As you have worked closely with him, the list below of some of his recent accomplishments and goals is not news but is noteworthy.

Graham Green - Dennis contacted the road commission to construct a turnaround for parking, install boulders on the edge of the lot. He will also investigate decommissioning the well and installing a few dispersed rustic campsites.

45th Parallel Park – Dennis has committed to get a trail cut in this area prior to March 2022 when the easement will be expiring.

Ice Rink - Dennis is working closely with the subcommittee for the Ice Rink Park and is working to secure many items that will enhance the community and enjoyment of this park.

Blue Water Trail – Dennis is exploring this concept for enhanced recreation in Leelanau County.

I sincerely hope that Dennis will continue to serve as Township Parks Supervisor and as a strong liaison between the Board and the Parks and Recreation Committee.

Thank you for your consideration,



Deb Palms

SB Township Parks & Recreation Committee, Secretary

To: Rich Bahle
From: Liz Mahaney
Date: October 21, 2021
RE: Dennis Rathnaw

Rich,

I just wanted to send you a quick note of support for Dennis as interim Parks Supervisor. He has jumped into the position with passion and already gave our committee a great first report. I am impressed with his hand-on approach out in the field, physically getting involved in projects while also planning for future tasks.

I believe it is critical that he, or any Park Supervisor, can physically perform the essential functions of the position.

Thank you,

A handwritten signature in black ink, appearing to read 'Liz Mahaney', with a long, sweeping horizontal line extending to the right.

Liz Mahaney
Parks & Rec Committee Member
30 N Nanagosa Trail
Suttons Bay, MI 49682
lizmahaney@aol.com
248-790-3789



October 19, 2021

Suttons Bay Township
P.O. Box 457
Suttons Bay, MI 49682

Dear Suttons Bay Township Board,

On behalf of the By-The-Bay Garden Club of Suttons Bay, I want to thank you for working with us to obtain a sign for our garden at Herman Park. We appreciate the opportunity we had to discuss the garden and the sign with both the Board and the Parks and Recreation Committee. Our club is grateful to all of you as after years of work to plan and produce the garden at Herman Park, we can now move forward to provide activities to share the garden with the schools and community.

It is our desire to always be good partners with Herman Park and Suttons Bay Township. The garden will be tended weekly by our members to maintain a beautiful area for visitors to the park. Working in the garden also gives us a chance to speak with many people and act as ambassadors for the park. This is so rewarding.

Once again, we thank you for the approval of our sign and being so supportive of the By-The-Bay Garden and Blue Star Memorial.

Respectfully,

JoAnne Gerben

Suttons Bay Township
Treasurer's Report (unaudited)
10/31/2021

Account Description	Balance 9/30/2021	Funding Oct	Expenditures Oct	Interest* Income	Balance 10/31/2021
General Account	\$512,737.94	\$176,072.70	155,080.83	\$ 14.73	\$533,744.54
Tennis Court Fund	\$400.00				\$400.00
Technology	\$1,722.61			\$0.00	\$1,722.61
Roads and Parks	\$11,115.41			\$0.00	\$11,115.41
Pickle Ball Court	\$38.00			\$0.00	\$38.00
Soccer Field	(\$6,036.50)		2,200.00	\$0.00	(\$8,236.50)
Cemetery	\$13,200.10			\$0.00	\$13,200.10
Metro Funds	\$18,006.33			\$0.00	\$18,006.33
	<u>\$551,183.89</u>	<u>\$176,072.70</u>	<u>157,280.83</u>	<u>\$14.73</u>	<u>\$569,990.49</u>
Tax	\$395,816.99	67,501.75	425,690.78	\$0.00	\$37,627.96
	<u>\$395,816.99</u>	<u>67,501.75</u>	<u>425,890.78</u>	<u>\$0.00</u>	<u>\$37,627.96</u>

RECONCILIATION SUMMARIES

	9/30/2021			10/31/2021
Bank Account Summary-General and Restricted	Stmt. Balance	O/S Checks	O/S Deposits	Balance
General Checking - Independent Bank	\$346,673.86	(843.84)		\$345,830.02
Pitney Bowes Reserve Fund				\$0.00
ICS Insured Cash Sweep	\$224,145.74		\$14.73	\$224,160.47
	<u>\$570,819.60</u>	<u>(\$843.84)</u>	<u>\$14.73</u>	<u>\$569,990.49</u>

	9/30/2021			9/30/2021
Bank Account Summary - Tax and Special Election	Stmt. Balance	O/S Checks	O/S Deposits	Adj. Balance
Point & Pay Deposit Acct - Independent Bank	\$0.00	\$0.00		\$0.00
Tax Checking - Independent Bank	\$39,959.59	(2,331.63)		\$37,627.96
	<u>\$39,959.59</u>	<u>(\$2,331.63)</u>	<u>\$0.00</u>	<u>\$37,627.96</u>

	9/30/2021			10/31/2021
Bank Account Summary - ARPA Funds	Stmt. Balance	O/S Checks	O/S Deposits	Balance
ARPA Checking	\$124,398.50			\$124,398.50
	<u>\$124,398.50</u>			<u>\$124,398.50</u>

DRAFT MINUTES

SUTTONS BAY TOWNSHIP REGULAR MEETING – OCTOBER 13, 2021

This meeting is being held face-to-face at the Suttons Bay-Bingham Fire and Rescue Authority meeting room at 201 N. St. Mary's Avenue in Suttons Bay, Michigan. Due to continuing concerns about Covid transmission there will also be a Zoom link for remote attendance. Any unvaccinated member of the Public in attendance is require to wear a mask. Others should use their own judgment as to mask wearing.

CALL TO ORDER – REGULAR MEETING

Rich Bahle, Supervisor, called the October 13, 2021 Township Board Meeting to order at 5:15 pm.

ROLL CALL - Quorum Present

Present: Rich Bahle, Fire Dept.; Sandy VanHuystee, Fire Dept. Dorothy Petroskey, Fire Dept. Debbie Slocombe, Fire Dept. Tom Nixon, Fire Dept.

Absent and excused: None

Staff Present: None

Also in attendance via Zoom: Marge Johnson

APPROVAL OF THE AGENDA

Consensus of the Board to approve the agenda as submitted.

PUBLIC COMMENT

Bill Drozdalski - commented on Herman Park (dog park), things to consider.

Ann Rogers, resident.

REPORTS:

- **Treasurer** - None.
- **Planning & Zoning**– None.
- **Fire Authority** - Audit approved at the Fire Board Meeting last night.
- **Parks & Recreation** - Dennis Rathnaw, approved compromise for Memorial Sign for Garden Club. Work day October 23rd to help put signs up. New survey requested for parking lot at Herman Park - cost \$2,500.
- **Facilities** - All the files in the back room were saved on a memory chip. Township Assessor recommends purchase of monitor for the public to review tax records
Consensus to pursue the purchase a monitor for the public to use to view township tax assessment records.

OLD BUSINESS

1. Approval of the Minutes: Previous Meetings

Tom Nixon/moved, Rich Bahle/supported, to approve the September 8, 2021 Minutes, passed.

2. Approval of the Bills

Sandy VanHuystee/moved, Dorothy Petroskey/supported, to approve the bills in the amount of \$33,109.31 as presented, PASSED.

NEW BUSINESS

1. Review and approval of the fiscal year audit

Rich Bahle/moved, Tom Nixon/supported, to approve the Fiscal Year 2020-2021 Audit. Roll call vote: Yes: Rich Bahle, Debbie Slocombe, Sandy VanHuystee, Dorothy Petroskey, Tom Nixon. No: None. PASSED.

2. Parks and Recreation

Garden Club Proposal for Sign at Memorial Gardens

Rich Bahle/moved, Debbie Slocombe/supported, to approve the sign of 36 x 20 for the Memorial Gardens as presented by the Parks & Recreation Committee, passed.

Public Comment

Bill Drozalski asked that Parks & Rec (dog park) be put on the November 2021 Agenda.

Board member comments

Debbie Slocombe commented about signs.

Rich Bahle commented on recycling center.

ADJOURNMENT

Rich Bahle adjourned the meeting at 5:50 p.m.

Minutes by Marge Johnson, Recording Secretary

Sandy VanHuystee, Clerk

Suttons Bay Township
Unpaid Bills Detail
 As of November 10, 2021

Type	Date	Num	Due Date	Aging	Open Balance
Christy Brow					
Bill	11/01/2021		11/11/2021		444.67
Total Christy Brow					444.67
Debbie Slocombe					
Bill	11/01/2021		11/11/2021		127.45
Bill	11/10/2021		11/20/2021		110.04
Total Debbie Slocombe					237.49
Dorothy Petroskey					
Bill	11/01/2021		11/11/2021		1,694.84
Bill	11/10/2021		11/20/2021		324.49
Total Dorothy Petroskey					2,019.33
DTE Energy					
Bill	11/10/2021		11/20/2021		46.09
Total DTE Energy					46.09
Federal Tax Deposit					
Bill	11/10/2021		11/20/2021		1,774.26
Total Federal Tax Deposit					1,774.26
Figura Law Office					
Bill	11/10/2021		11/20/2021		1,024.00
Total Figura Law Office					1,024.00
Herman Brothers' Lawn Care					
Bill	11/10/2021		11/20/2021		1,250.00
Total Herman Brothers' Lawn Care					1,250.00
Jill Williamson					
Bill	11/10/2021		11/20/2021		150.00
Total Jill Williamson					150.00
Leelanau Enterprise					
Bill	11/10/2021		11/20/2021		64.35
Total Leelanau Enterprise					64.35
Marge Johnson					
Bill	11/10/2021		11/20/2021		147.76
Total Marge Johnson					147.76
Mich. Dept. of Environmental Quality					
Bill	11/10/2021		11/20/2021		142.40
Total Mich. Dept. of Environmental Quality					142.40
Michigan Assessing Service					
Bill	11/10/2021		11/20/2021		3,748.16
Total Michigan Assessing Service					3,748.16
Northern Building Supply, LLC					
Bill	11/10/2021		11/20/2021		20.93
Total Northern Building Supply, LLC					20.93
Paul Whiteford					
Bill	11/10/2021		11/20/2021		2,475.00
Total Paul Whiteford					2,475.00

11:24 AM

11/03/21

Suttons Bay Township
Unpaid Bills Detail
 As of November 10, 2021

Type	Date	Num	Due Date	Aging	Open Balance
Richard Bahle					
Bill	11/01/2021		11/11/2021		1,181.11
Total Richard Bahle					1,181.11
S.O.S. Analytical					
Bill	11/10/2021		11/20/2021		25.00
Total S.O.S. Analytical					25.00
Sandra Van Huystee					
Bill	11/01/2021		11/11/2021		2,192.37
Total Sandra Van Huystee					2,192.37
Spectrum Business					
Bill	11/10/2021		11/20/2021		261.89
Total Spectrum Business					261.89
Spinniken Lawn & Irrigation, LLC					
Bill	11/10/2021		11/20/2021		150.00
Total Spinniken Lawn & Irrigation, LLC					150.00
State of Michigan					
Bill	11/10/2021		11/20/2021		360.72
Total State of Michigan					360.72
Steven Patmore					
Bill	11/01/2021		11/11/2021		2,857.26
Total Steven Patmore					2,857.26
Tom Nixon					
Bill	11/01/2021		11/11/2021		127.45
Total Tom Nixon					127.45
Village of Suttons Bay					
Bill	11/10/2021		11/20/2021		63.95
Total Village of Suttons Bay					63.95
Weed Man					
Bill	11/10/2021		11/20/2021		1,570.44
Total Weed Man					1,570.44
Williams & Bay Pumping Service					
Bill	11/10/2021		11/20/2021		333.50
Total Williams & Bay Pumping Service					333.50
TOTAL					22,668.13

SUTTONS BAY TOWNSHIP
SEALED BID ORDINANCE #1-94

Be it resolved, that the Suttons Bay Township Board shall solicit sealed bids for all contracts for which the township board anticipates a total township obligation of \$20,000 or more. The requirement for sealed bids shall not apply to intergovernmental contracts, contracts for professional services or emergency repairs.

At such time as the solicitation of bids is authorized by the township board, the board shall determine if the authority to award a bid shall be delegated to a named official, or if the board reserves to itself the authority to award the bid.

All requests for bids shall include a statement the the Suttons Bay Township Board reserves the right to accept or reject any or all bids, to waive informalities or errors in the bidding process, an to accept any bid deemed to be in the best interest of the township, including bids that are not for the lowest amount.

Sealed bids shall be submitted to the township clerk by a date and time specified, and shall be marked on the outside "sealed bid for (indicate goods or services)". The township clerk and supervisor shall publicly open all bids submitted at the date and time indicated on the request for bids. All bidders shall be notified of the contract award in a timely manner.

Adopted: January 12, 1994

Township Clerk:

ZONING ADMINISTRATOR'S REPORT

SUTTONS BAY TOWNSHIP

October 2021 (to-date)

For November 2021 Planning Commission and Township Board Meetings

Prepared by Steve Patmore

As of October 25, 2021

LAND USE PERMITS ISSUED

		NEW		ACCESSORY	
DATE	TOTAL	HOMES	ADDITIONS	STRUCTURES	OTHER
Oct. 2021 (to date)	4	2	1	0	1
Year To Date	40	16	9	13	2
Year to date 2020	37	10	6	20	1
Year to date 2019	32	16	8	8	0
Year to date 2018	37	19	6	12	0
Year to date 2017	32	11	4	14	3
Year to date 2016	32	7	11	10	4
Year to date 2015	27	10	7	9	1
Year to date 2014	17	3	5	9	0

1581 S. Lake Leelanau Dr. – New Single Family Dwelling
1583 S. Cherry Blossom Lane - New Single Family Dwelling
3300 N. Putnam Rd – Special land Use Permit
955 S. Nanagosa Tr. – Deck addition

Revisions to existing Land Use Permits

Land Divisions:

- Several questions about splitting of land – preliminary reviews.

Zoning Board of Appeals:

- Application pending for Appeal of Site Plan Review – scheduling

Short Term Rentals:

- 34 Short-Term Rental Permits issued for 2021 (28 Renewal Permits– 6 New Permits).
- Renewals being accepted for 2022.

Other:

- Inquiries about guest houses.
- Discussions on outdoor maze and special events.
- Many general questions on properties and real estate sales.